BAY-ARENAC BEHAVIORAL HEALTH AUTHORITY POLICIES AND PROCEDURES MANUAL

Chapter: 4	Care and Treatmen	Care and Treatment Services			
Section: 9	Health Care Management				
Topic: 17	Communications to the Primary Health Care Professional				
Page: 1 of 3	Supersedes Date: Pol: Proc: 6-18-09	Approval Date: Pol: 6-18-09 Proc: 03-12/18	Board Chairperson Signature		
			Chief Executive Officer Signature		
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Policy

It is the policy of Bay-Arenac Behavioral Health Authority (BABHA) that the nurse assigned to the specialized residential home is responsible for ensuring effective and timely communication of critical consumer information.

Purpose

This policy and procedure is established to provide for communications between primary health care professionals and nursing staff providing services to individuals living in specialized residential homes in which persons served reside.

Education Applies to

All BABHA Staff
Selected BABHA Staff, as follows: Ancillary Care, Agency Nurses – Residential and
<u>Clinical</u>
All Contracted Providers: Policy Only Policy and Procedure
Selected Contracted Providers, as follows: Residential Providers
Policy Only Policy and Procedure
Other:

Definitions

1. <u>Critical consumer health information</u> includes new symptoms or suspected conditions, complications of existing conditions, or other critical health information of which the primary care physician needs to be made aware.

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Procedure

- 1. The nurse, or designee will communicate critical health information in person or via telephone, or fax to the primary care physician. Such communications will occur in a timely manner to facilitate effective health care interventions.
- 2. The nurse is responsible for providing group home staff with medical problem lists, worksheets or other written documentation which they can take to doctor's appointments to ensure the physician is aware of all medical conditions and current status as known to nursing and group home staff.
- 3. The nurse is responsible for ensuring lab reports, test results, and other anticipated reports are received by the home and placed in the clinical record in a timely manner.
- 4. The nurse will review all reports received and filed. The nurse will date and initial the reports to document their review.

Attachments

N/A

Related Forms

N/A

Related Materials

N/A

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References/Legal Authority

N/A

SUBMISSION FORM					
AUTHOR/ REVIEWER	APPROVING BODY/COMMITTEE/ SUPERVISOR	APPROVAL /REVIEW DATE	ACTION (Deletion, New, No Changes, Replacement or Revision)	REASON FOR ACTION - If replacement list policy to be replaced	
M. Bartlett	MMPRC	04/21/09	Revision	To ensure an effective communication process is in place between primary health care and nursing staff	
M. Bartlett	M. Bartlett	10/26/09	No changes	Reviewed	
K. Withrow M. Bartlett	M. Bartlett M. Swank	06/24/13	No Changes	Triennial review: No changes to policy or Procedure.	
S. VanParis	S. VanParis	3/12/18	Revision	Revised to reflect current practice	
S. Van Paris	HPC	8/21/24	No changes	Triennial review	